



**ORDER FORM (IBC)  
SEYCHELLES INTERNATIONAL BUSINESS COMPANY**

**COMPANY NAME**

Some sensitive words may not be used in the name of a Seychelles IBC. These are: Assurance, Bank, Building Society, Chamber of Commerce, Chartered, Cooperative, Imperial, Insurance, Municipal, Trust, Foundation or any words of similar meaning, as well as any words that suggest patronage or any connection with Seychelles or the Government of Seychelles or with any other country or the Government of that country. All company names must end with the abbreviation indicating corporate body, like Limited, Incorporated, Societé Anonyme, Aktiengesellschaft or any of the respective abbreviations.

Shelf company from the shelf list: \_\_\_\_\_

New registration:

1st choice: \_\_\_\_\_

2nd choice: \_\_\_\_\_

3rd choice: \_\_\_\_\_

**ACTIVITIES**

Standard corporate documents include a general objects clause which is to engage in any act or activity that is not prohibited under any law for the time being in force in Seychelles, except that the company shall not carry on any banking, insurance, reinsurance or trust business and subject to specific limitations as set forth by the Seychelles International Business Companies Act 1994. If, in addition to that, you wish to separately state or emphasise a particular activity, please specify.

Use standard wording of Company activities.

Use specific wording of Company activities, as specified below:

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**SHARE CAPITAL**

The standard authorised share capital is \$ 100'000.  
The Government duties payable are as follows:  
\$ 100 for companies with authorised capital of up to \$ 100'000.  
\$ 1000 for companies with authorised capital exceeding \$ 100'000.

Register standard authorised share capital (\$ 100'000).

Register other amount of authorised share capital:

\$ \_\_\_\_\_ divided into \_\_\_\_\_ shares of \$ \_\_\_\_\_ each

## SHAREHOLDERS

Shareholder information is not registered by the Registrar of Companies in Seychelles. However, such information must be registered and kept up-to-date by the Registered Agent. Services of Nominee Shareholder(s) are available.

Nominee Shareholder is required.

Issue / transfer shares to the following shareholders:

### **Shareholder 1**

No. of shares: \_\_\_\_\_

Full name: \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nationality: \_\_\_\_\_

ID or Reg. nr: \_\_\_\_\_

### **Shareholder 2**

No. of shares: \_\_\_\_\_

Full name: \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nationality: \_\_\_\_\_

ID or Reg. nr: \_\_\_\_\_

### **Shareholder 3**

No. of shares: \_\_\_\_\_

Full name: \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nationality: \_\_\_\_\_

ID or Reg. nr: \_\_\_\_\_

### **Shareholder 4**

No. of shares: \_\_\_\_\_

Full name: \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nationality: \_\_\_\_\_

ID or Reg. nr: \_\_\_\_\_

If there are more than four shareholders, please indicate full information for each shareholder.

## DIRECTORS

Director information is not registered by the Registrar of Companies in Seychelles. However, such information must be registered and kept up-to-date by the Registered Agent. Minimum of one Director is required. Corporate Directors are permitted. Services of Nominee Director are available.

Appoint Nominee Director.

Appoint the following as Director(s).

### **Director 1**

Full name: \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nationality: \_\_\_\_\_

ID or Reg. nr: \_\_\_\_\_

### **Director 3**

Full name: \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nationality: \_\_\_\_\_

ID or Reg. nr: \_\_\_\_\_

### **Director 2**

Full name: \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nationality: \_\_\_\_\_

ID or Reg. nr: \_\_\_\_\_

### **Director 4**

Full name: \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nationality: \_\_\_\_\_

ID or Reg. nr: \_\_\_\_\_

If there are more than four directors, please indicate full information for each shareholder.

**POWERS OF ATTORNEY**

ONLY IF the Nominee Director has been selected, in order to enable some or all of the operational functions of the company to be carried out by the client, Powers of Attorney can be issued to the client or any other person(s) designated by the client. If You wish Powers of Attorney to be issued, please indicate here to whom.

**POA 1**

Full name: \_\_\_\_\_

Nationality: \_\_\_\_\_

ID or Reg. nr: \_\_\_\_\_

**POA 3**

Full name: \_\_\_\_\_

Nationality: \_\_\_\_\_

ID or Reg. nr: \_\_\_\_\_

**POA 2**

Full name: \_\_\_\_\_

Nationality: \_\_\_\_\_

ID or Reg. nr: \_\_\_\_\_

**POA 4**

Full name: \_\_\_\_\_

Nationality: \_\_\_\_\_

ID or Reg. nr: \_\_\_\_\_

If there are more than four POA, please indicate full information for each shareholder.

**LEGALISATION OF DOCUMENTS**

Most official organisations - like banks, business and property registrars, courts, government offices - usually require that all foreign documents be legalised by The Hague Convention 1961 ("Apostille") procedure. Therefore, it is recommended that company documents are notarised and legalised for international use by this procedure.

Please provide the following additional legalisation for the Company documents:

Original Certificate of Incorporation by Apostille

Set of certified copies of primary documents by Notary and Apostille

Power(s) of Attorney by Notary and Apostille

Other \_\_\_\_\_ by Notary by Apostille

**OTHER INSTRUCTIONS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DELIVERY**

Please note that deliveries by courier can not be made to PO boxes. To order delivery by courier, a contract person and an telephone needs to be indicated. Deliveries by Airmail are not guaranteed against loss or damage, not trackable and their delivery timing can not be estimated with reliable certainty.

Please deliver the company documents

by courier, or by airmail

to CLIENT as indicated in the next chapter, or

to the following recipient

Full name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact phone: \_\_\_\_\_

## ORDERING CLIENT (BENEFICIAL OWNER)

(!) We are obliged by the law to know and be able to identify our client and the beneficial owner of the company. **This information is only for our internal file and will be kept confidential at all times, subject to the applicable laws. This information is NOT part of any public record.** We will consider the person(s) indicated in this field to be our client(s) and the beneficial owner(s) of the company hereby ordered. We will not take any further instructions in regards of this company from any other persons except the one(s) indicated here.

### **Beneficial Owner 1**

Full name: \_\_\_\_\_

Ownership in the company: \_\_\_\_\_ %

Nationality: \_\_\_\_\_

Residential address:

\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### **Beneficial Owner 3**

Full name: \_\_\_\_\_

Ownership in the company: \_\_\_\_\_ %

Nationality: \_\_\_\_\_

Residential address:

\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### **Beneficial Owner 2**

Full name: \_\_\_\_\_

Ownership in the company: \_\_\_\_\_ %

Nationality: \_\_\_\_\_

Residential address:

\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### **Beneficial Owner 4**

Full name: \_\_\_\_\_

Ownership in the company: \_\_\_\_\_ %

Nationality: \_\_\_\_\_

Residential address:

\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

If there is more than four beneficial owners, please provide full information for each individual.

## OTHER INDIVIDUALS AUTHORISED TO GIVE INSTRUCTIONS

If You wish to empower other person(s) with the right to give us instructions in regards this Company, please indicate below. Unless such person(s) are indicated, we will only take further instructions from the beneficial owner(s), as listed above.

Full name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Nationality: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

If there is more than one individual please indicate full information for each individual.

## DUE DILIGENCE INFORMATION

**(!)** The following information will NOT be part of public record and will NOT be included in the incorporation documents of Your company. We are obliged by the law to request and have this information on our own file:

### PLEASE STATE CLEARLY THE EXACT NATURE OF YOUR INTENDED BUSINESS

Please be as specific as possible. General statements like „trading in goods“ would not be acceptable!

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### PLEASE LIST THE COUNTRIES OR GEOGRAPHICAL AREAS OF YOUR BUSINESS

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**CLIENT SIGNATURE:** \_\_\_\_\_

## DUE DILIGENCE DOCUMENTS

Upon proceeding with Your incorporation order, You will be contacted by our compliance manager and You will be asked to provide some documents proving Your identity and status.

As we are required by the law to properly identify and know our clients, we are under obligation to ask this. **All personal information and documents You provide to us** will remain confidential and will NOT become part of any public record.

## TERMS & CONDITIONS

**(!)** Please download and read our Terms & Conditions, complete as indicated, and make it signed by all Clients (Beneficial Owners).

Please send to us, at address indicated below:

- this Order Form, completed and signed
- the Terms and Conditions, completed and signed
- the Due Diligence documents, as advised by our compliance manager

Address for shipments by courier and airmail:  
Fidelity Corporate Services (Seychelles) Ltd  
Suite 9, Ansuya Estate, Revolution Ave, Victoria, Seychelles